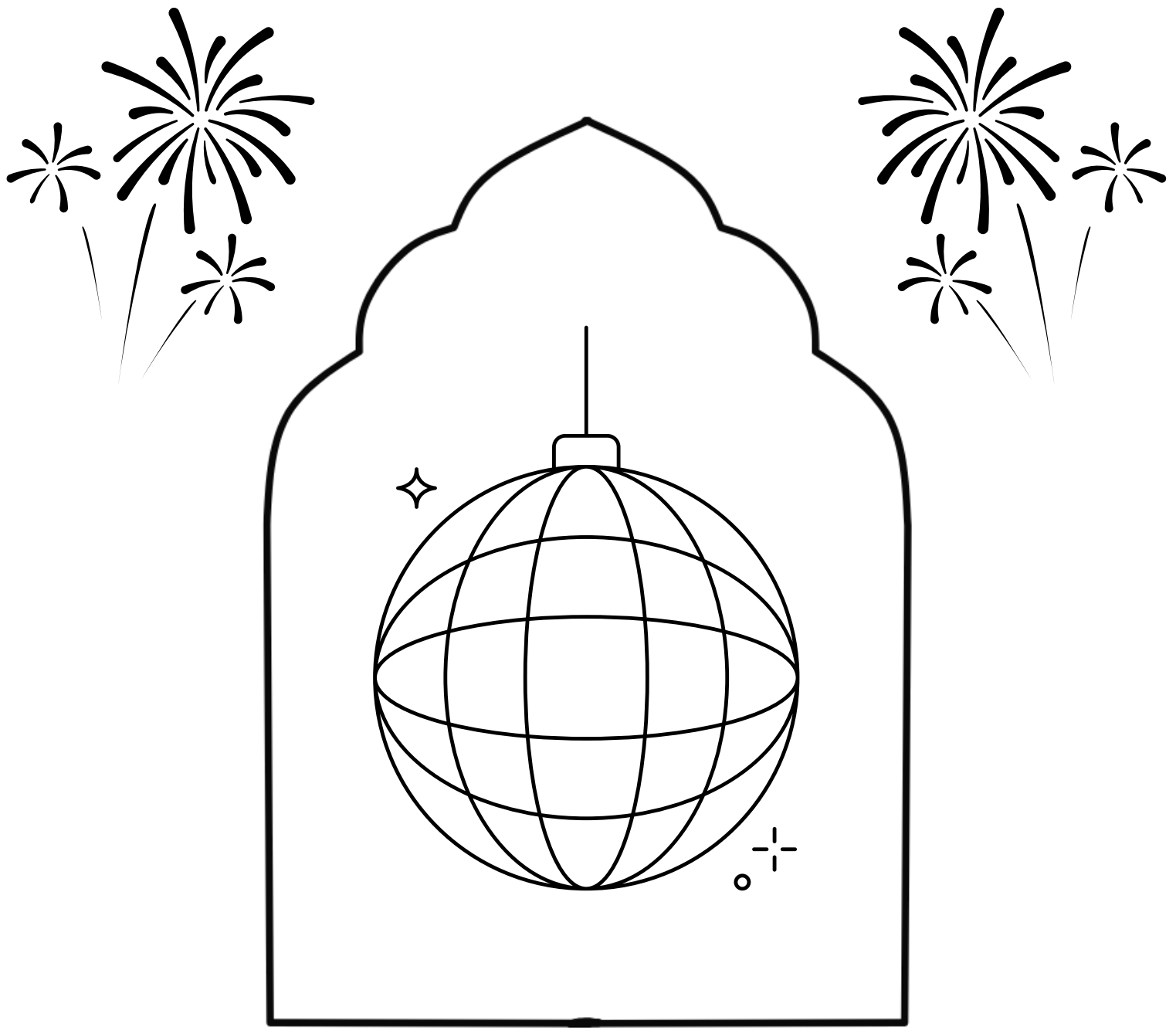




PARTY PLANNER





THIS PLANNER
BELONGS TO:

--

CONTENT PAGE

☆ **EVENT/PARTY OVERVIEW**

- PARTY EVENTS
- EVENT/PARTY OVERVIEW
- VENUE DETAILS
- VENUE COMPARISON

☆ **PRE-PARTY PREPARATIONS**

- PARTY PLANNING CHECKLIST
- PRE-PARTY PLANNER
- PRE-PARTY REMINDERS
- PRE-PARTY SCHEDULE

☆ **PARTY PLANNING**

- PARTY BUCKET LIST
- PARTY GOALS
- PARTY TO-DO LIST 1
- PARTY TO-DO LIST 2
- EVENT/PARTY PLANNER
- SCHEDULE OF EVENTS
- PARTY CHECKLIST
- DAY OF PARTY REMINDERS
- EVENT/PARTY TASKS
- PARTY MONITORING
- PARTY VENDORS
- PARTY FAVORS
- OUTFIT PLANNING
- SEATING PLANNER

☆ **PARTY GUEST DETAILS**

- GUEST LIST
- GUEST LIST TRACKER 1
- GUEST LIST TRACKER 2
- GUEST DETAILS
- GUEST SPECIAL NEEDS
- CONTACT LIST
- PARTY INVITATION

☆ **MEAL PLANNING**

- PARTY FOOD IDEAS 1
- PARTY FOOD IDEAS 2
- PARTY MENU 1
- PARTY MENU 2
- PARTY TREATS
- TO BAKE
- PARTY FOOD RECIPE
- PARTY CAKE DETAILS

- GROCERY LIST
- SERVING CALCULATOR
- FOOD WASTAGE LOG

☆ **PARTY DECORATION**

- PARTY BRAIN DUMP
- PARTY DECORATION 1
- PARTY DECORATION 2
- PARTY DECOR SUPPLIES

☆ **PARTY ACTIVITIES & ENTERTAINMENT**

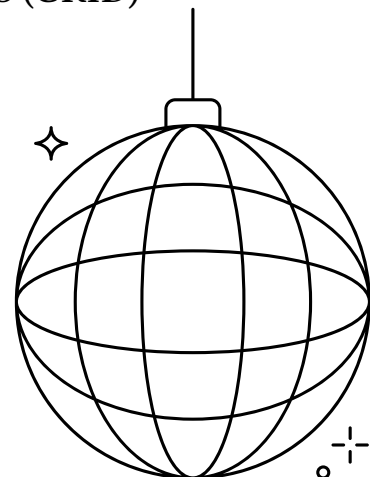
- PARTY ACTIVITIES & GAMES
- PARTY GAMES
- PARTY ACTIVITY PLAN
- PARTY PLAYLIST

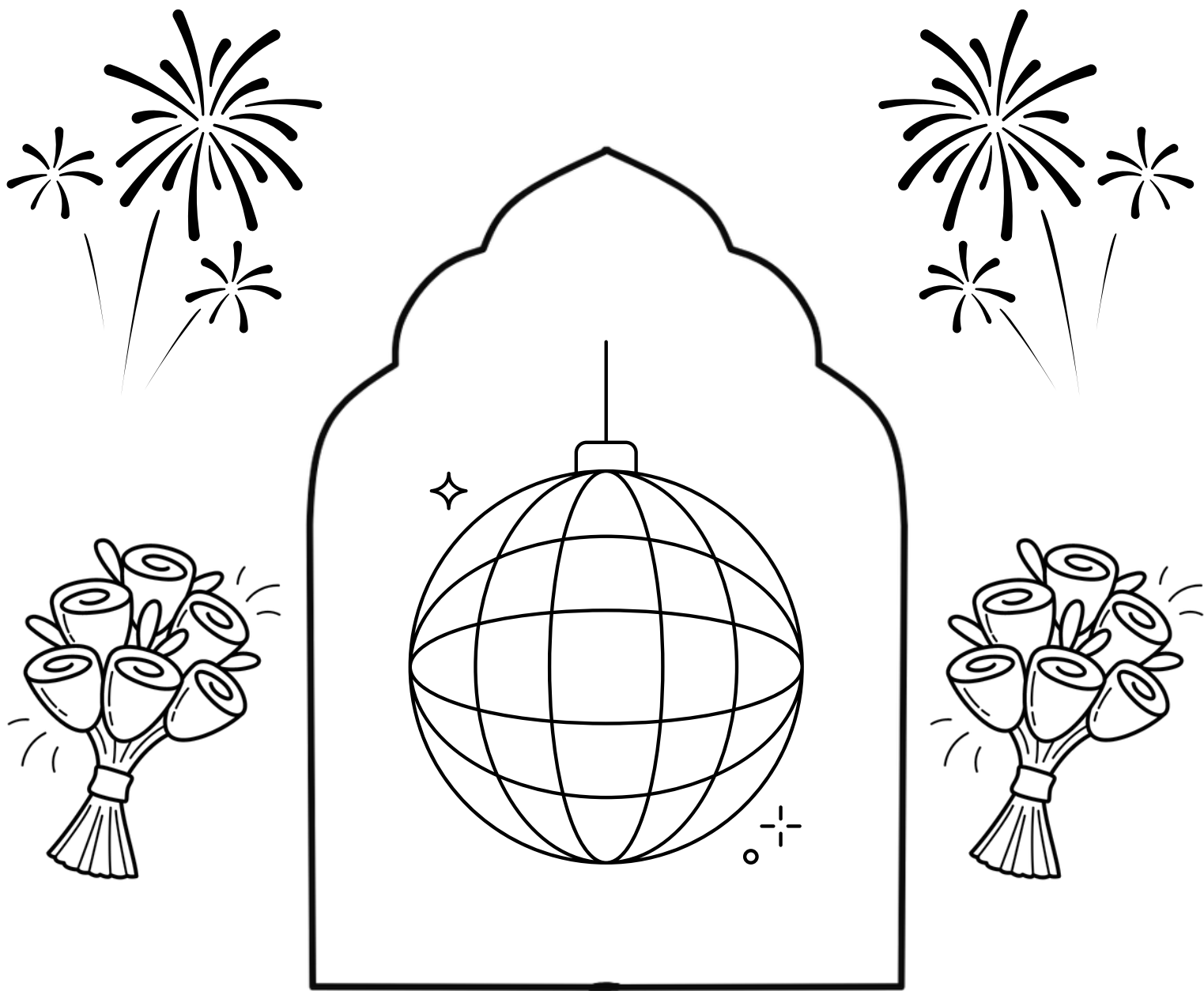
☆ **PARTY BUDGET**

- PARTY SHOPPING LIST 1
- PARTY SHOPPING LIST 2
- PARTY SHOPPING LIST 3
- PARTY BUDGET 1
- PARTY BUDGET 2
- PARTY EXPENSES

☆ **PARTY NOTES**

- PARTY MEMORIES
- POST-EVENT REMINDERS
- NOTES FOR NEXT TIME
- NOTES (LINED)
- NOTES (DOTTED)
- NOTES (GRID)





EVENT/PARTY OVERVIEW



PARTY EVENTS



YEAR

JANUARY

DATE	EVENTS/PARTY

FEBRUARY

DATE	EVENTS/PARTY

MARCH

DATE	EVENTS/PARTY

APRIL

DATE	EVENTS/PARTY

MAY

DATE	EVENTS/PARTY

JUNE

DATE	EVENTS/PARTY

JULY

DATE	EVENTS/PARTY

AUGUST

DATE	EVENTS/PARTY

SEPTEMBER

DATE	EVENTS/PARTY

OCTOBER

DATE	EVENTS/PARTY

NOVEMBER

DATE	EVENTS/PARTY

DECEMBER

DATE	EVENTS/PARTY



PARTY EVENT OVERVIEW

EVENT NAME			
DATE:		TIME:	
LOCATION:			
EVENT TYPE			
HOSTS			
ESTIMATED NUMBER OF GUESTS			

EVENT DETAILS

EVENT COLOR SCHEME	EVENT ATTIRE/DRESS CODE

SPECIAL ACTIVITIES/FEATURES

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

EVENT TIMELINE

Brief overview

START TIME	END TIME

KEY MILESTONES

☐	
☐	
☐	
☐	
☐	

ADDITIONAL NOTES:



VENUE DETAILS



EVENT NAME	
------------	--

VENUE INFORMATION

VENUE NAME	ADDRESS	CONTACT PERSON	PHONE	EMAIL

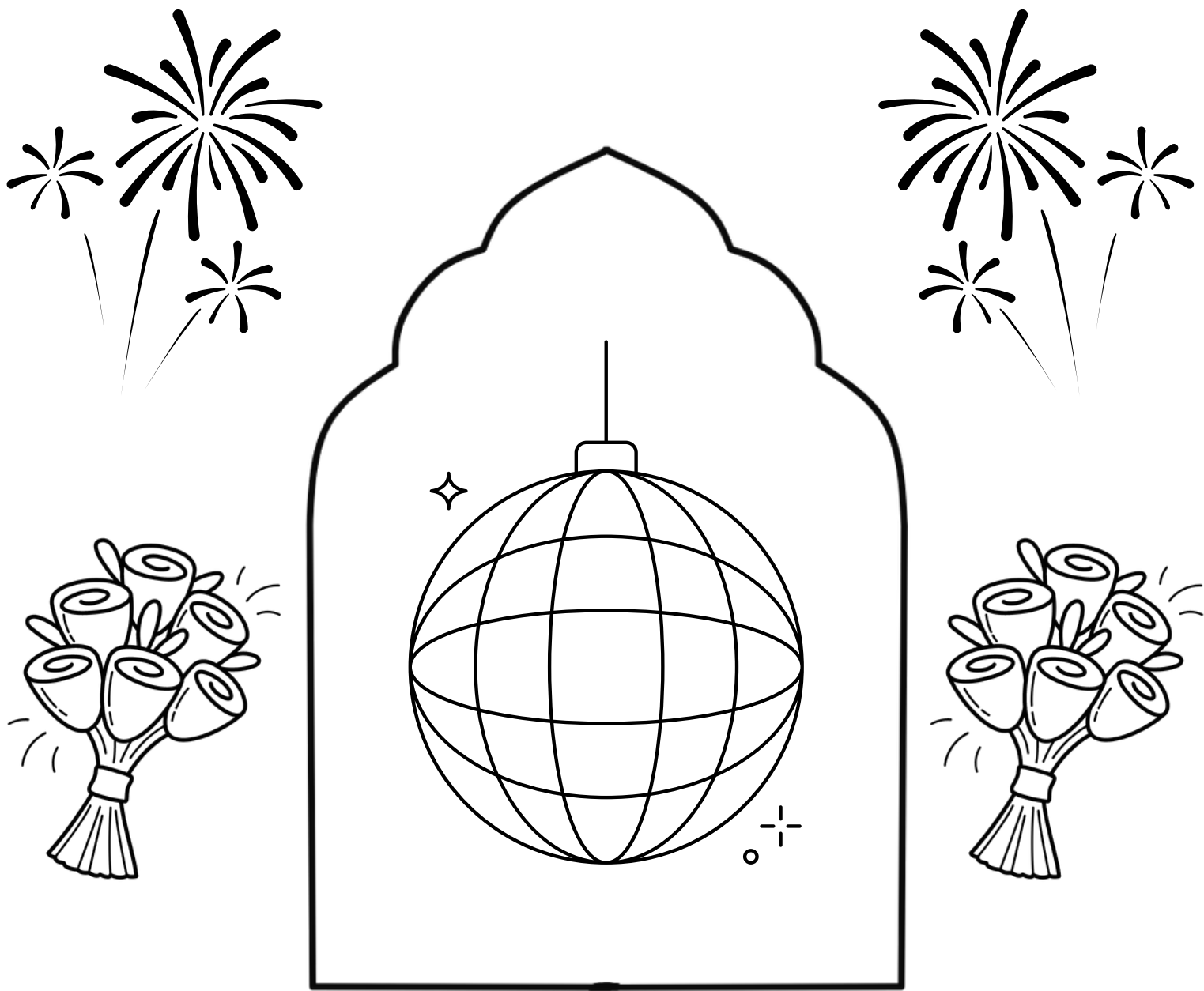
VENUE CAPACITY	
LAYOUT/SEATING ARRANGMENT	
PARKING AVAILABILITY	
PUBLIC TRANSPORTATION ACCESS	
WIFI AVAILABILITY	
REST ROOMS	
CATERING	
SECURITY ARRANGMENTS	
EMERGENCY EXITS	
VENUE RESTRICTIONS	

VENUE COSTING

--

PAYMENT SCHEDULE

--



PRE-PARTY PREPARATIONS



[illegible][illegible]

[illegible]



DATE: _____

[illegible]

NOTES REMINDER



PARTY BUDGET



PARTY SHOPPING LIST



DATE:

T

TH

⑧

⑤

ITEM	STORE	GTY	AMOUNT	TOTAL COST	☒
------	-------	-----	--------	---------------	-------------------------------------

• FOOD & DRINKS

[illegible]

• DECORATIONS

[illegible]

M T W TH F S S

● PARTY SUPPLIES

● ENTERTAINMENT

[illegible]

PARTY SHOPPING LIST



DATE:

T

TH

⑧

⑧

ITEM	STORE	GTY	AMOUNT	TOTAL COST	☒
------	-------	-----	--------	---------------	-------------------------------------

● GIFTS & FAVORS

[illegible]

● OTHERS

[illegible]

PARTY BUDGET



EVENT NAME

DATE: _____

TOTAL BUDGET	ESTIMATED COSTS	ACTUAL COSTS	DIFFERENCE
--------------	-----------------	--------------	------------

--	--	--	--

[illegible]



PARTY BUDGET



ITEM	CATEGORY	ESTIMATED COST	ACTUAL COST	DIFFERENCE

PAYMENTS & DEPOSITS

VENDOR/SERVICE	AMOUNT	DUE DATE	PAID(YES/NO)

NOTES



PARTY PLANNING





EVENT NAME	
DATE:	

[illegible]



PARTY GOALS

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

PARTY TO-DO LIST ☒



YEAR

--

[illegible][illegible]

PARTY TO-DO LIST



YEAR

--

[illegible]

PARTY TO-DO LIST



YEAR

--

[illegible]



EVENT/PARTY PLANNER



EVENT NAME	
DATE:	TIME:
LOCATION:	
EVENT TYPE	
HOSTS	

MENU:

--

DECORATIONS:

--

NOTES:

--

FAVORS: ☆ ☆ ☆ ☆ ☆

--



PARTY SCHEDULE



TIME	TASKS
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	

MENU OF THE DAY	PRIORITIES	NOTES



PARTY CHECKLIST



1 MONTH PRIOR

1 WEEK PRIOR

3 MONTH PRIOR

2 WEEK PRIOR

6 MONTH PRIOR

3 WEEK PRIOR

I YEAR PRIOR



PARTY FAVORS



PARTY FAVOR IDEAS

SHOPPING LIST

☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

NOTES:

--



PARTY TASKS



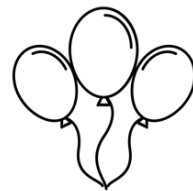
TASKS

	M	T	W	TH	F	S	S
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

NOTES:



PARTY INVITATION



DEAR, _____

you are invited to _____ *party*

WHERE, _____

WHEN, _____

RSVP

PHONE _____

EMAIL _____

ADDITIONAL INFORMATION





PARTY DECORATION





PARTY DECORATIONS



DECORATION IDEAS

SHOPPING LIST

☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

NOTES:	
--------	--



PARTY DECORATIONS



OUTDOOR		
ITEM		COST
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

INDOOR		
ITEM		COST
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

NOTES:



SEATING PLAN



TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:

TABLE #:	TYPE:



**PARTY
ACTIVITIES &
ENTERTAINMENT**

[illegible]



PARTY GAMES



EVENT NAME

DATE:

GAME

HOST/SUPERVISION

NO. OF MEMBERS

DESCRIPTION OF THE GAME:

MATERIALS NEEDED

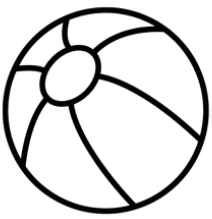
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

RULES/INSTRUCTION

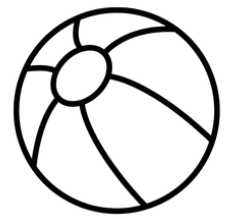
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

TIME ALLOTTED

NOTES:



PARTY ACTIVITY PLANS



EVENT NAME

DATE:

ACTIVITY

NO. OF MEMBERS

DESCRIPTION OF THE ACTIVITY:

MATERIALS NEEDED

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

RULES/INSTRUCTION

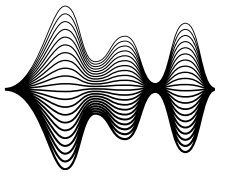
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

TIME ALLOTTED

NOTES:



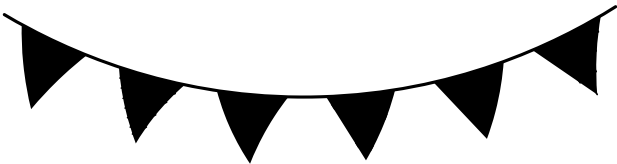
PARTY PLAYLIST

[illegible]



PARTY GUEST DETAILS

GUEST LIST



NAME	PHONE	ADDRESS	CITY/ZIP	NOTES

NAME	PHONE	ADDRESS	CITY/ZIP	NOTES

NAME	PHONE	ADDRESS	CITY/ZIP	NOTES

NAME	PHONE	ADDRESS	CITY/ZIP	NOTES

NAME	PHONE	ADDRESS	CITY/ZIP	NOTES

[illegible]



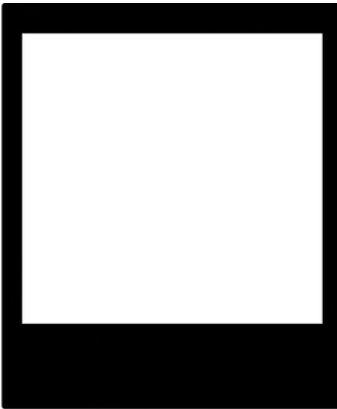
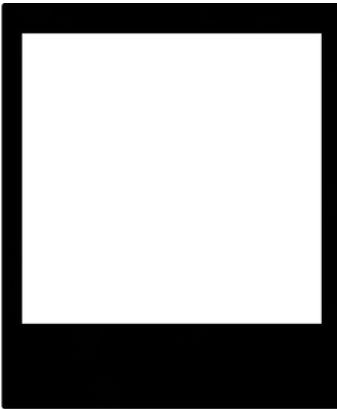
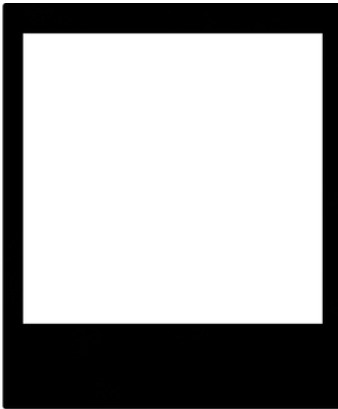
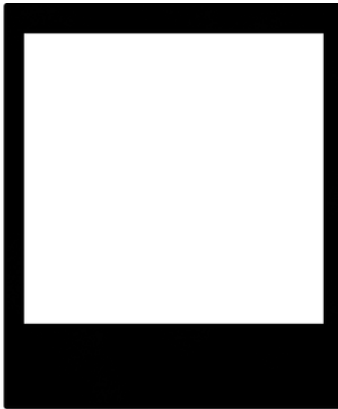
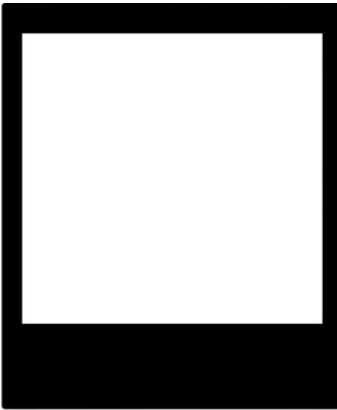
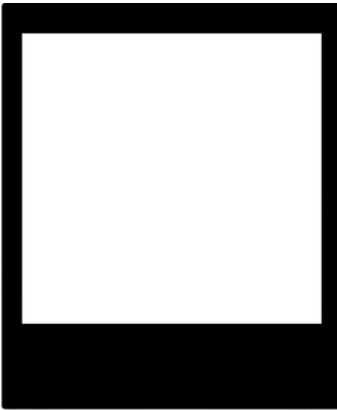
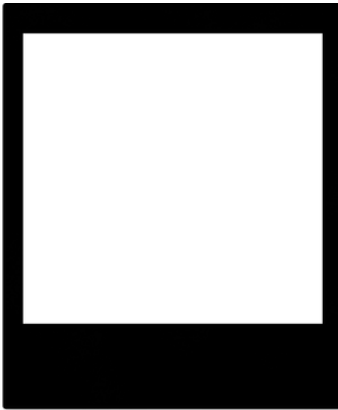
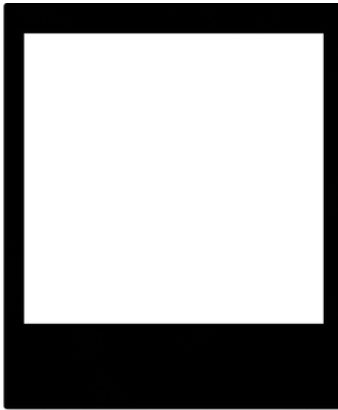
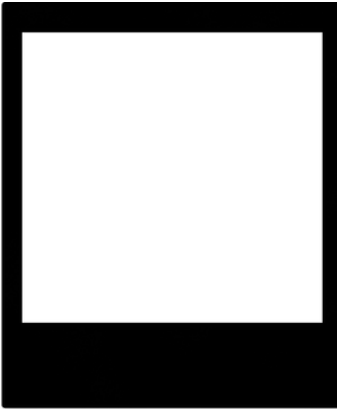
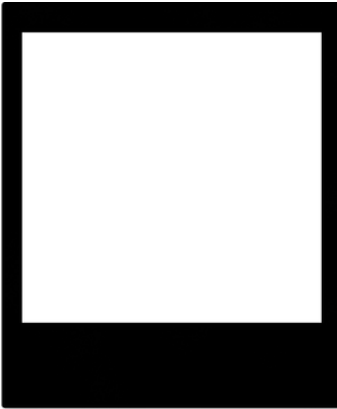
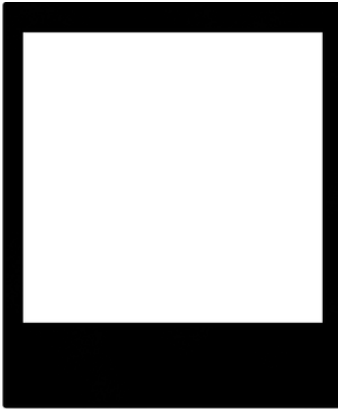
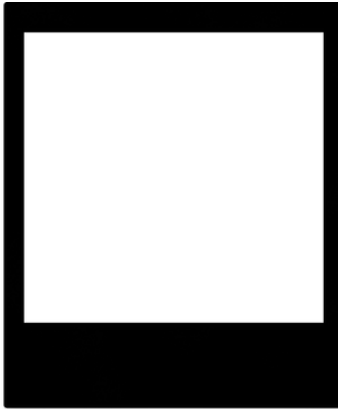
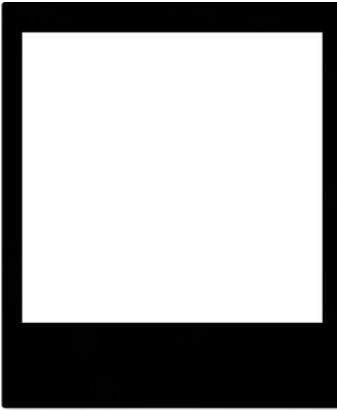
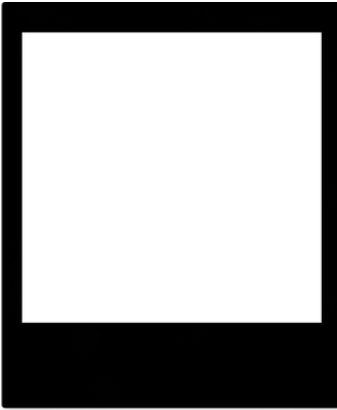
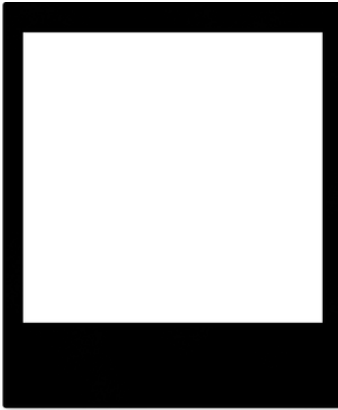
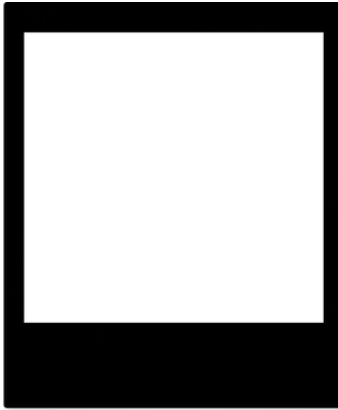
PARTY NOTES



PARTY MEMORIES

EVENT NAME	
------------	--

DATE:



[illegible]

[illegible]



MEAL PLANNING

[illegible]



MENU PLANNER

PLAN NO. 1

SOUP

PLAN NO. 2

SOUP

PLAN NO. 3

SOUP

APPETIZER

APPETIZER

APPETIZER

MAINCOURSE

MAINCOURSE

MAINCOURSE

DESSERT

DESSERT

DESSERT

NOTES:
